

No.4(4)/57/122/2012/RoB/UIDAI  
Government of India  
Ministry of Communications & IT,  
Department of Electronics & Information Technology (DeitY)  
Unique Identification Authority of India (UIDAI)

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2<sup>nd</sup> Floor, Tower-1, Jeevan Bharti Building  
Connaught Circus, New Delhi-110 001  
Date: 21<sup>st</sup> Dec., 2015

**OFFICE MEMORANDUM**

**Sub: Mandatory scanning of documents through ECMP**

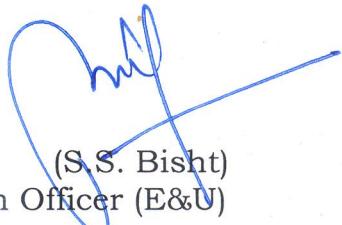
It has been decided that in all the UIDAI States/UTs (as per attached list) where Aadhaar Saturation is more than 80%, the scanning of documents feature in the ECMP client shall be made mandatory w.e.f. 1<sup>st</sup> April, 2016. However, for the initial period of three months from 1<sup>st</sup> January 2016 to 31<sup>st</sup> March 2016, scanning of documents would be optional.

2. All the Registrars/EAs functional in above States will have to meet the infrastructure requirement so that the scanning of documents is possible alongwith enrolment. Scanning of documents shall be carried out with minimum resolution of 200 DPI. Registrar/EA's will not be required to handover the documents to the ADMS agency after rolling out of mandatory scanning.

3. The responsibility matrix w.r.t. above is as follows:

Sl No	Description	Responsibility	Timeline
1	Notification to be sent to Registrar and EAs regarding the feature of scanning of document in ECMP	Tech Centre	25 <sup>th</sup> December, 2015
2	Enhancement of QC for review of scanned document	Tech Center & MSP	1 <sup>st</sup> Jan. 2016
3	Enable feature in ECMP for mandatory scanning of documents for states with more than 80% saturation	Tech Centre and MSP	31 <sup>st</sup> Jan. 2016

4. This issues with the approval of DG & MD, UIDAI.

  
(S.S. Bisht)  
Section Officer (E&U)

1. UIDAI Technology Centre, Bangalore,
2. All UIDAI Regional Offices
3. All Registrars/EAs
4. ADMS agency

<b>States with more than 80% Aadhaar Saturation as on 3<sup>rd</sup> Dec. 15</b>	
<b>State</b>	<b>Saturation</b>
Himachal Pradesh	93%
Punjab	94%
Chandigarh	93%
Haryana	93%
Delhi	107%
Sikkim	89%
Tripura	90%
Jharkhand	83%
Chhattisgarh	85%
Dadra and Nagar Haveli	81%
Maharashtra	85%
Andhra Pradesh	100%
Karnataka	81%
Goa	90%
Lakshadweep	91%
Kerala	93%
Puducherry	92%
Andaman and Nicobar Islands	86%
Telangana	92%